



ILLINOIS HIGH SCHOOL  
ASSOCIATION

# New Administrator Training

Matt Jensen, Director of Technology

# IHSA.org

<https://www.ihsa.org>



ILLINOIS HIGH SCHOOL  
ASSOCIATION

## Key Areas IHSA Website

The IHSA website contains calendar, ticket, tournament, news, scores, etc.

- Sport & Activity Information
  - Tournament sites, seeds, dates & times, scores, and schedules
  - Terms & conditions, manuals for schools and managers, rules presentations
  - Historical records, advisory committee and calendars
- Schools / Resources
  - School directories including staff contact information
  - Enrollments, co-ops, open dates, and classifications
  - Sportsmanship, State Programs, Diversity Education, merchandising, awards
- Other Areas

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<https://www.ihsa.org>

## Sports & Activities



ILLINOIS HIGH SCHOOL  
ASSOCIATION

All State Series Information

Historical Records

Tournament Info / Location

Scores/Standings

**Girls Golf**

**Girls Golf**

- State Series Information & Results
- Records & History
- Advisory Committee
- 5-Year Season Calendar

**IHSA Administrator**  
[Stacey Lambert](#)

**PLAY SMART. PLAY HARD.**

**Weather Forecast** **SEVERE WEATHER GUIDELINES**

**State Final Tournament**

Class 1A: Fri.-Sat., Oct. 7-8, 2022  
Site: Red Tail Run Golf Course, Decatur  
Host: Decatur Park District

Class 2A: Fri.-Sat., Oct. 7-8, 2022  
Site: Hickory Point Golf Course, Decatur  
Host: Decatur Park District

**Scoreboard**

**IHSA**  
ILLINOIS HIGH SCHOOL ASSOCIATION

The page you are attempting to view has not been posted yet.

If you believe this is a broken

**Announcements**

- [Taking Relief for Abnormal Course Conditions](#)
- [Use of Measuring Devices](#)
- [College Golf Coaches Advice: On Course Coaching](#)
- [Managing Heat and Heat Illness](#)

**Resources**

- ▶ Quick Facts
- ▶ Thursday Practice Round Tee Times
- ▶ State Final Qualifier Information
- ▶ [State Series Information & Results](#)
- ▶ [Pace of Play Red Tail Run](#)
- ▶ [Pace of Play Hickory Point](#)
- ▶ [iWanamaker \(home\)](#)
- ▶ [iWanamaker tutorials](#)
- ▶ [Back2Golf Operations Playbook](#)
- ▶ Local Rules Adoptions
- ▶ Terms & Conditions
- ▶ Manual for Schools & Managers
- ▶ [Rules Presentation](#)
- ▶ [Spectator Behavior Infographic](#)
- ▶ [USGA Rules of Golf](#)
- ▶ [Rule 10-1b \(Anchoring the Club\) Information](#)

Announcements

Rules, Terms & Conditions,  
Software Used

# IHSA.org

<https://www.ihsa.org>



## ILLINOIS HIGH SCHOOL ASSOCIATION

School Directory

Detailed School View

### School Directory

#### Schools

##### School Directory

Board Divisions & Legislative Districts

Cooperative Teams

Emerging Sports and Activities

Enrollments & Classifications

Town Meetings / Principals' Rules Meetings

Conferences & Affiliated Schools

Approved Foreign Exchange Programs

Open Dates

Schools Center

#### Fun With Google Earth

Want to work with all schools on a single map? Got [Google Earth](#), download it to give it a try.

Select first letter of city or school: [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#)

### Index of Member Schools

\* Last updated at 10:58 am on Friday, July 8, 2022

[Fairbury \(Prairie Central\)](#)

[Fairfield](#)

— Faith Bible Christian Academy, see [Rosamond \(Faith Bible Christian Academy\)](#)

— Faith Christian, see [Dixon \(Faith Christian\)](#)

— Families of Faith Christian Academy, see [Channahon \(Families of Faith Christian Academy\)](#)

[Farina \(South Central\)](#)

[Farmer City \(Blue Ridge\)](#)

[Farmington](#)

— Farragut, see [Chicago \(Farragut\)](#)

— Father McGivney, see [Glen Carbon \(Father McGivney\)](#)

— Fenger, see [Chicago \(Fenger\)](#)

— Fenton, see [Bensenville \(Fenton\)](#)

— Fenwick, see [Oak Park \(Fenwick\)](#)

— Fieldcrest, see [Minonk \(Fieldcrest\)](#)

— First Baptist Academy, see [O'Fallon \(First Baptist Academy\)](#)

— First Baptist Christian, see [Danville \(First Baptist Christian\)](#)

[Fisher](#)

[Fithian \(Oakwood\)](#)

[Flanagan \(F.-Cornell\)](#)

[Flora](#)

### Farmington

\* Last updated at 11:09 am on Friday, July 8, 2022

**Farmington High School**  
310 N. Lightfoot Rd. ([Google map](#), [other maps](#))  
Farmington, IL 61531

Phone: 309-245-1000  
Fax: 309-245-9163  
School Web Site: [www.dist265.com](http://www.dist265.com)

NOTE: Variance requested and approved for 12 out-of-district special education students.

Enrollment: 410  
Conference(s): [Prairieland](#)  
Nickname(s): Farmers (boys), Farmers (girls)  
Colors: Purple/Gold  
School Type: Public Coed  
County: Peoria  
Cities in District: Farmington 3,000; Trivoli 300; Hanna City 1,360; Yates City 860  
Board Division: 4, Legislative District: 12

#### Administration

**IHSA Official Representative:** Jeff Otto [jotto@dist265.com](mailto:jotto@dist265.com)  
phone 309-245-1000, 6071  
**Superintendent:** Zac Chatterton [zchatterton@dist265.com](mailto:zchatterton@dist265.com)  
**Principal:** Dennis McMillin [dmcmlin@dist265.com](mailto:dmcmlin@dist265.com)

\* Last updated at 8:52 am on Monday, July 11, 2022

The following cooperative teams have been reported to the IHSA Office.

If your coop is not listed, please contact [Emma Carstens](#).

#### Softball

| Host School                                   | Other School(s) in Coop                 | Coop Ends |
|---|---|-----------|
| Amboy   | Ohio                                    | 2023      |
| Arlington Heights (Christian Liberty Academy) | Northfield (Christian Heritage Academy) | 2023      |
| Astoria                                       | Table Grove (VIT)                       | 2023      |
| Beecher City                                  | Cowden (C.-Herrick)                     | 2023      |
| Brimfield                                     | Elmwood                                 | 2023      |
| Buffalo (Tri-City)                            | Mt. Pulaski                             | 2023      |
| Cerro Gordo                                   | Niantic (Sangamon Valley)               | 2023      |
| Chicago (Acero/Soto)                          | Bement                                  | 2023      |
| Chicago (ASPIRA/Business and Finance)         | Decatur (D. Lutheran)                   | 2023      |
| Chicago (Perspectives/IIT Math & Science)     | Chicago (Acero/Garcia)                  | 2023      |
| Chicago (Perspectives/Joslin)                 | Chicago (ASPIRA/Early College)          | 2023      |
| Chicago (Perspectives/Technetium)             | Chicago (Perspectives/Joslin)           | 2023      |

[Print this page](#)

#### Background Information

[Season Summaries](#)  
(Titles, Won-Lost Records, and Head Coaches)

### Softball

| Type  | Date                             | Year    | School   | Home/Away | Contract   |
|---|----------------------------------|---------|--|-----------|------------|
| Regular   | 5/2/23                           | 2022-23 | <b>Mackinaw (Deer Creek-M.)</b>  | Home      | 1 or 2 yr. |
| Tournament  | 3/29 & 3/30                      | 2022-23 | Contact AD Mitch Holmgren if interested in this date. 309-359-9071<br><b>Joliet (West)</b>   | Home      | 1 or 2 yr. |
| Tournament  | 3/20, 3/21, 3/22, Rain Date 3/23 | 2022-23 | Joliet West is looking to possibly expand the WJOL softball tournament on 3/29 & 3/30 to 12 teams. We would need 2 more teams for this expansion. If interested or for more information, please contact <a href="mailto:smillsaps@jths.org">smillsaps@jths.org</a><br><b>Barrington</b>          | Home      |            |
| Regular   | 3/28, 29, 30; 4/6, 8, 12, 24     | 2022-23 | Barrington High School is looking for one team to fill the Spring Fling Softball Tournament the week of 3/20. If interested please contact Kevin Kienzie at <a href="mailto:kkienzie@barrington220.org">kkienzie@barrington220.org</a> for more information.<br><b>Biggsville (West Central)</b> | Either    | 1 or 2 yr. |
| We are wanting to add competitive games this coming season, preferably home games this season to help balance out our schedule. We made it to the Super-Sectional game last year and will be returning seven starters and hope to have as successful season as we did last year. Contact Joel Zaiser at <a href="mailto:joel@wc235.k12.il.us">joel@wc235.k12.il.us</a> if any interest. |                                  |         |  |           |            |

Open scheduling dates

Co-op information including end date

### Apollo

President: [Matthew Hutchison, Taylorville](#)  
Contact: [Jason Hadley, Taylorville](#)  
Web site: [www.apolloconference.com](http://www.apolloconference.com)

#### Member Schools

[Charleston](#)

[Effingham \(H.S.\)](#)

[Lincoln](#)

[Mahomet \(M.-Seymour\)](#)

[Mattoon](#)

[Mt. Zion](#)

[Taylorville](#)

### Big Northern

Conference Information



# IHSA.org

<https://www.ihsa.org>



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## Resources

Resources

### Resources

[COVID-19](#)

[Coaches' Education](#)

[Download Center](#)

[Equity Center Title IX](#)

[Sports Medicine](#)

[Awards & Recognition](#)

[Sportsmanship](#)

[IHSA Calendar](#)

[Video](#)

[Merchandise](#)

[Digital Tickets from GoFan](#)

[State Programs](#)

[Diversity, Equity, and Inclusion \(DEI\)](#)

### Coaches' Education

- ▶ [Coaching Certification \(ASEP\)](#)

### Sports Medicine

- ▶ [Sports Medicine Advisory Committee](#)
- ▶ [Health & Well Being Topics](#)
- ▶ [Performance-Enhancing Drugs & Steroid Education](#)
- ▶ [Concussion](#)
- ▶ [Resources](#)

### Equity

- ▶ [Purpose](#)
- ▶ [Resources](#)
- ▶ [Related Links](#)

### DIGITAL TICKETS from GoFan

- ▶ [Buying & Redeeming Tickets](#)
- ▶ [Buy tickets](#)

### STATE PROGRAMS

### Sportsmanship

- ▶ [DWR! Advisory Committee](#)
- ▶ [Do What's Right!](#)
- ▶ [Add A. Tude](#)
- ▶ [Student Section Showdown](#)

### Downloads

- ▶ [Forms](#)
- ▶ [Documents](#)
- ▶ [Graphics](#)
- ▶ [Education](#)

### Events Calendar

### Awards & Recognition

- ▶ [IHSA All-State Academic Team](#)
- ▶ [NFHS Spirit of Sport Award](#)
- ▶ [Do What's Right! Sportspersons of the Year](#)
- ▶ [Do What's Right! Sportsmanship Banner Award](#)
- ▶ [IHSA Team Academic Award](#)
- ▶ [IHSA Scholastic Recognition Certificate Program](#)
- ▶ [IHSA Distinguished Service Award](#)
- ▶ [NFHS Hall of Fame](#)
- ▶ [NFHS State Coaches of the Year](#)
- ▶ [NFHS National Coaches of the Year](#)
- ▶ [NFHS Citation Award](#)
- ▶ [NFHS Officials of the Year](#)

Sports Medicine

Eligibility, Contracts, Maps, etc.

IHSA Graphics

IHSA Calendar by Weeks

Digital Tickets (Public Purchase)

State Programs (Digital & Hardcopy Orders)

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<https://www.ihsa.org>



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[Resources](#) » [Sports Medicine](#) » [Health & Well-Being](#) » [Heat, Hydration and Performance](#)

## Heat, Hydration and Performance

### Resources

[Coaches' Education](#)

[Download Center](#)

[Equity Center Title IX](#)

### Sports Medicine

[Health & Well-Being](#)

[Asthma](#)

[Eating Disorders](#)

[Heat, Hydration and Performance](#)

[Skin Conditions](#)

[Severe Weather](#)

[Sports Medicine Mission](#)

[Sports Medicine Advisory  
Committee](#)

[Performance-Enhancing Drugs &  
Steroid Education](#)

[Steroid Education Units](#)

[IHSA Performance-Enhancing  
Substance Policy](#)

[IHSA Banned Substance Classes](#)

[Concussion Management](#)

[Stakeholder Responsibilities](#)

[Health Care Provider Information](#)

[Concussion Resources](#)

[Sudden Cardiac Arrest](#)

### Heat Acclimatization Policy

Monday, June 10, 2019 at their annually scheduled Board of Directors' Meeting, the IHSA Board of Directors approved the Fall Sports Heat Acclimatization Policy. This policy will go into effect on July 1, 2019 making it the policy for the start of the fall sports season in August, 2019.

[Acclimatization Policy](#)

[Acclimatization Chart for Cross Country](#) [Girls Volleyball](#) [Girls Swimming & Diving](#) [Boys Soccer](#) [Girls Tennis](#)

[Acclimatization Chart for Football](#)

### Types of Heat Illness

[Managing Heat and Heat Illness](#)

### Wet Bulb Globe Temperature Purchasing Links:

[Amazon.com](#)

### Vendors Member Schools have purchased from:

| Vendor Name                        | Website   |
|------------------------------------|---|
| Medco                              | <a href="https://www.medco-athletics.com/">https://www.medco-athletics.com/</a> |
| Henry Schein Athletics and Schools | <a href="https://www.henryschein.com/">https://www.henryschein.com/</a>         |
| Kestrel                            | <a href="https://kestrelinstruments.com/">https://kestrelinstruments.com/</a>   |

The NFHS Foundation proudly presents this video on how to use the Kestrel 5400 Heat Stress Tracker



Kestrel 5400 WBGT Heat Stress Tracker | Tips for Taking Accurate Measurements

# IHSA School Center

<https://center.ihsa.org>



ILLINOIS HIGH SCHOOL  
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## Key Areas of the School Center

The school center is the road map for a successful and compliant season.

- Sport & Activity Tracker
  - Enter your school into a particular sport or activity before the deadline
  - Check deadlines for list of participants, coach data forms, etc.
  - Check compliance for coaches (new AED/CPR requirement)
- Staff Responsibilities & Logins
  - Create logins for new staff members
  - Remove logins for departing staff
  - Add additional responsibilities to coaches
  - Check compliance (new AED/CPR requirement)
- Other Areas

# Sport & Activity Tracker

## Entering your program

### IHSA Sport & Activity Tracker

TRACKER: [Action items only](#) | [Fall sports](#) | [Winter sports](#) | [Spring sports](#) | [Activities](#) | [All sports & activities](#)  
[Entry form](#) | [Coop teams](#) | [Emerging sports & activities](#) | [Participation summary](#) | [Ratings summary](#)

This page tracks the progress your sport and activity programs have made in completing items required for IHSA State Series.  
**Red cells** indicate action items. It is your responsibility to **get the red out!**

**Now is the time to enter your programs in IHSA state series for the upcoming school term.**

|  |  |                              |
|--|--|------------------------------|
| Boys Cross Country                                     | already entered: Team entry  | Entry Deadline: Aug 28, 2023 |
| Boys Golf  | already entered: Team entry  | Entry Deadline: Aug 28, 2023 |
| Boys Soccer  | entry not required: another school hosts the coop  | Entry Deadline: Aug 28, 2023 |
| Football   | already entered: Team entry  | Entry Deadline: Aug 28, 2023 |
| Girls Cross Country                                    | already entered: Team entry  | Entry Deadline: Aug 28, 2023 |
| Girls Golf   | already entered: Team entry  | Entry Deadline: Aug 28, 2023 |
| Girls Swimming & Diving                                | <input checked="" type="radio"/> Team entry <input type="radio"/> Individual entry or entries ONLY | Entry Deadline: Aug 28, 2023 |
| Girls Swimming for Athletes with Physical Disabilities | <input type="radio"/> Individual entry or entries  | Entry Deadline: Sep 28, 2023 |
| Girls Tennis   | <input type="radio"/> Team entry <input type="radio"/> Individual entry or entries ONLY            | Entry Deadline: Aug 28, 2023 |
| Girls Volleyball                                       | already entered: Team entry  | Entry Deadline: Aug 28, 2023 |
| Girls Wrestling  | <input checked="" type="radio"/> Team entry  | Entry Deadline: Nov 2, 2023  |

To access the program entry form

Click the radio button to enter the selected program into the **state series**

If you have girls wrestling, you must enter as **“Team”** even if you have 1 participant.



# Sport & Activity Tracker

Checking deadlines, managing sports and activities, and “getting the red” out.

Participation Survey – Day 5

Open / close automatically on listed date

Open / close automatically on listed date

| IHSA Sport & Activity Tracker   |  |  |  |   |                     |  |
|---|--|--|--|---|---------------------|--|
| TRACKER: <a href="#">Action items only</a>   <a href="#">Fall sports</a>   <a href="#">Winter sports</a>   <a href="#">Spring sports</a>   <a href="#">Activities</a>   <a href="#">All sports &amp; activities</a><br><a href="#">Entry form</a>   <a href="#">Coop teams</a>   <a href="#">Emerging sports &amp; activities</a>   <a href="#">Participation summary</a>   <a href="#">Ratings summary</a> |  |  |  |   |                     |  |
| This page tracks the progress your sport and activity programs have made in completing items required for IHSA State Series.<br><b>Red cells</b> indicate action items. It is your responsibility to <b>get the red out!</b>  |  |  |  |   |                     |  |
| <b>Now is the time to <a href="#">enter your programs</a> in IHSA state series for the upcoming school term.</b>  |  |  |  |   |                     |  |
| BOYS GOLF   | Status of Head Coach                       | Status in IHSA State Series                        | Status of Program                                      | Online Forms  | Rating of Officials | Documents, Printed Forms and Other Information |
|   |  | team entry has been received                       | status OK if rules video is viewed by deadline         | Participation Survey should be submitted on fifth day of practice   |                     |  |
| Class 1A  | coaching qualification: ISBE certification | you may withdraw without penalty on or before 9/21 | head coach has not viewed rules video deadline is 9/13 | List of Participants opens 8 am on 9/7 deadline is midnight on 9/21 |                     |  |
|   | PES exam - 1/27/10<br>CON exam needed      |  |  |   |                     |  |
| email task reminder to coach  | hate speech & harassment video - 8/9/21    | deadline for registering to play up is 9/1         |  |   |                     | Case situations<br>Most recent: 280 days ago   |

| BOYS CROSS COUNTRY           | Status of Head Coach                  | Status in IHSA State Series                         | Status of Program                                      | Online Forms  | Rating of Officials   | Documents, Printed Forms and Other Information |
|------------------------------|---------------------------------------|---|--|---|---|--|
|                              |                                       | team entry has been received                        | status OK if rules video is viewed by deadline         | Participation Survey should be submitted on fifth day of practice     | Top 15 List needs to be updated, last submitted 94 months ago |  |
| Class 1A                     | coaching qualification not listed     | you may withdraw without penalty on or before 10/18 | head coach has not viewed rules video deadline is 9/13 | List of Participants opens 8 am on 9/19 deadline is midnight on 10/17 |   |  |
|                              | PES exam needed<br>CON exam needed    |   |  |   |   |  |
| email task reminder to coach | hate speech & harassment video needed | deadline for registering to play up is 9/1          |  | Coach Data Form opens 8 am on 9/19 deadline is midnight on 10/17      |   |  |

# Staff Responsibilities and Logins

Managing coaches, staff members, and compliance

View / Remove Positions

Logins, delete, reset passwords

View Staff Compliance

Add / Remove Survey Members

Add New Staff

The screenshot shows a web interface for 'Staff Compliance'. At the top, there is a navigation bar with five links: 'Staff responsibilities', 'Staff logins & roster', 'Staff compliance', 'Advisory committee survey', and 'add staff member'. Below this is a main content area with text explaining the requirements for athletic coaches and the purpose of the roster table. A note at the bottom specifies requirements for athletic directors, marching band directors, and sideline cheer and dance coaches.

**Staff Compliance**

[Staff responsibilities](#) | [Staff logins & roster](#) | [Staff compliance](#) | [Advisory committee survey](#) | [add staff member](#)

**Every athletic coach** at your school, whether an employee or a volunteer, must meet the certification requirements spelled out in IHSA By-Law 2.070 and must pass an examination on performance-enhancing substances.

In addition, state law requires that **every athletic coach, athletic director, and marching band director** pass a Concussion Management Program examination every two years. For ease of administration, the IHSA requires that an individual must successfully complete the exam every two school terms.

This table shows the status of personnel on your roster. If someone is not listed here, [add the person to your roster](#) and assign the appropriate position.

*NOTE: The only requirement for athletic directors, marching band directors, and sideline cheer and dance coaches is the concussion exam.*

# Staff Responsibilities and Logins

Two distinct sections: in compliance & not in compliance

Coaches who are non-compliant can not be selected during the list of participants and state final program processes.

Not in compliance

| Status            | Name                            | Responsibility | Concussion Exam Passed                 | Hate Speech & Harassment               | CPR / AED Expires         | PES Exam Passed | Coaching Qualification<br>(if the background is pink, click a link to update)  |
|-------------------|---------------------------------|----------------|--|--|---------------------------|-----------------|--|
| not in compliance | <a href="#">Kraig Garber</a>    | Head Coach     | 9/28/2023<br>expires: <b>6/30/2025</b> | 9/28/2023<br>expires: <b>6/30/2025</b> | <a href="#">3/23/2023</a> | 9/28/2018       | ISBE certification   |
| not in compliance | <a href="#">Kurt Gibson</a>     | Head Coach     | <a href="#">7/29/2020</a>              |  |                           | 7/29/2020       | ISBE certification   |
| not in compliance | <a href="#">Tracie Henry</a>    | Head Coach     | <a href="#">2/1/2018</a>               |  |                           | 2/1/2018        | ISBE certification   |
| not in compliance | <a href="#">Susie Knoblauch</a> | Head Coach     | <a href="#">2/1/2017</a>               |  |                           | 2/1/2017        | <a href="#">ISBE certification</a>   <a href="#">ASEP, NFHS, or other course</a><br><a href="#">student teacher</a>   <a href="#">retired teacher or coach</a>   <a href="#">other</a> |
| not in compliance | <a href="#">Sam Knox</a>        | Head Coach     | 7/6/2022<br>expires: <b>6/30/2024</b>  | 8/9/2021                               |                           | 8/6/2014        | ISBE certification   |
| not in compliance | <a href="#">Stacey Lambert</a>  | Head Coach     | <a href="#">7/5/2018</a>               |  |                           | 6/13/2013       | ISBE certification   |
| not in compliance | <a href="#">Beth Sauser</a>     | Head Coach     | <a href="#">9/26/2018</a>              |  |                           | 9/26/2018       | ISBE certification   |
| not in compliance | <a href="#">Matt Troha</a>      | Head Coach     |  |  |                           |                 | ISBE certification   |

# Staff Responsibilities and Logins

Two distinct sections: in compliance & not in compliance

In compliance (No shaded color)

| Status        | Name         | Responsibility    | Concussion Exam Passed                  | Hate Speech & Harassment               | CPR / AED Expires | PES Exam Passed | Coaching Qualification |
|---------------|--------------|-------------------|---|--|-------------------|-----------------|------------------------|
| in compliance | Kraig Garber | Head Coach        | 9/28/2023<br>expires: <b>6/30/2025</b>  | 9/28/2023<br>expires: <b>6/30/2025</b> | 8/1/2023          | 9/28/2018       | ISBE certification     |
| in compliance | Matt Jensen  | Athletic Director | 10/18/2022<br>expires: <b>6/30/2024</b> | 6/15/2023<br>expires: <b>6/30/2024</b> | 8/1/2023          | 10/18/2022      | ISBE certification     |
| in compliance | Sam Knox     | Head Coach        | 7/6/2022<br>expires: <b>6/30/2024</b>   | 8/9/2022<br>expires: <b>6/30/2024</b>  | 8/1/2023          | 8/6/2014        | ISBE certification     |



# Staff Responsibilities and Logins

Removing Staff / Reset password – Click Staff logins & roster

|                        | Login ID |                      | Name               | Last Login             | Email               |                                   |
|------------------------|----------|----------------------|--------------------|------------------------|---------------------|-----------------------------------|
| <a href="#">delete</a> | F1860    | <a href="#">jobs</a> | Craig Anderson     | 7/13/2023 7:23:13 am   | canderson@ihsa.org  | <a href="#">send new password</a> |
| <a href="#">delete</a> | A0037    | <a href="#">jobs</a> | Kraig Garber       | 2/5/2016 1:55:52 pm    | kgarber@ihsa.org    | <a href="#">send new password</a> |
| <a href="#">delete</a> | F1861    | <a href="#">jobs</a> | Kurt Gibson        | 9/17/2021 7:23:51 am   | kgibson@ihsa.org    | <a href="#">send new password</a> |
| <a href="#">delete</a> | F1867    | <a href="#">jobs</a> | Tracie Henry       | 10/13/2022 11:19:11 am | thenry@ihsa.org     | <a href="#">send new password</a> |
| <a href="#">delete</a> | L4422    | <a href="#">jobs</a> | Matt Jensen        | 2/8/2022 1:08:01 pm    | mjensen@ihsa.org    | <a href="#">send new password</a> |
|                        | J7413    | <a href="#">jobs</a> | Matt Jensen        | 11/9/2022 11:29:59 am  | mjensen@ihsa.org    | <a href="#">send new password</a> |
| <a href="#">delete</a> | A0000    | <a href="#">jobs</a> | Scott Johnson      | 7/29/2019 1:26:45 pm   | sjohnson@ihsa.org   | <a href="#">send new password</a> |
| <a href="#">delete</a> | F1866    | <a href="#">jobs</a> | Susie Knoblauch    | 11/11/2021 10:18:27 am | sknoblauch@ihsa.org | <a href="#">send new password</a> |
| <a href="#">delete</a> | A2803    | <a href="#">jobs</a> | Sam Knox           | 1/19/2017 12:02:32 pm  | sknox@ihsa.org      | <a href="#">send new password</a> |
| <a href="#">delete</a> | F1862    | <a href="#">jobs</a> | Stacey Lambert     | 10/28/2016 8:21:55 am  | slambert@ihsa.org   | <a href="#">send new password</a> |
| <a href="#">delete</a> | M3186    | <a href="#">jobs</a> | Dan Le             | 6/12/2023 2:16:40 pm   | dle@ihsa.org        | <a href="#">send new password</a> |
| <a href="#">delete</a> | G1788    | <a href="#">jobs</a> | ScoreZone Reporter | 6/11/2023 7:55:24 am   | sjohnson@ihsa.org   | <a href="#">send new password</a> |
| <a href="#">delete</a> | F1863    | <a href="#">jobs</a> | Beth Sauser        | 4/6/2020 12:27:14 pm   | bsauser@ihsa.org    | <a href="#">send new password</a> |
| <a href="#">delete</a> | F1868    | <a href="#">jobs</a> | Matt Troha         | 2/24/2022 8:39:19 pm   | mtroha@ihsa.org     | <a href="#">send new password</a> |

Remove from School

Add/Remove Roles

Click Name To Update Personal Information

Sends Password Reset Email

# Staff Responsibilities and Logins

## Add Staff member

| Follow the steps.                                     |  |   |
|---|--|---|
| <b>First, select a responsibility</b>                 | Select a responsibility for the new staff member. If the person has more than one responsibility at your school, you'll be able to add more after the login is created.  | <div>Assistant Athletic Coach</div> <div>Choose role</div>  |
| <b>Then, assign someone from your staff roster...</b> | If you would like to assign someone from your current roster to this position, select from the list and click the button.  | <div></div> <div>Assign this person to</div> <div>IF, <u>existing</u> staff member, choose from list.</div>   |
| <b>Or add someone new</b>                             | If you'd like to add a person who is not on your current roster, type the first and last name and we'll perform a search to see if the person already has a login ID. You may type a partial first name (along with the complete last name) to find variant spellings. | <div>First name <input type="text"/></div> <div>Last name <input type="text"/></div> <div>Search for this person</div> <div>IF, <u>new</u> staff member, enter their name, and click search</div> |

# Staff Responsibilities and Logins

When adding a new staff member, review the matches:

| Follow the steps.                             |  |   |
|---|--|---|
| <b>Add a person from this list?</b>           | <p>To the right is a list of people who have worked at other schools and may be the person you are looking for. If you see the correct name on the list, select it and click the button to add the name. The person will receive an email indicating that he or she has been added to your roster.</p> | <div><div><input type="radio"/> B6866 John Smith, Chicago (De La Salle)</div><div><input type="radio"/> C3303 John Smith, Glen Ellyn (Glenbard South)</div><div><input type="radio"/> B2953 John Smith, Peoria Heights</div><div>Add selected staff member from another school</div></div> <div><p><b>John Smith</b></p><p>Email address: <input type="text"/></p><div>Add new staff member</div></div> |
| <b>Or create a new login for this person?</b> | <p>If you can't find the person in the list, you'll need to create a login ID for your staff member. Please specify an email address and click the button. A login ID and password and some instructions will be emailed to this address.</p>  |   |

Staff Members Choose carefully. Click Add

IF, NEW staff member to the IHSA, enter their email address and click add new staff member.

\*If a coach has multiple ID's / duplicates, contact the IHSA and we can merge the records together. This will create a single record for compliancy, historical records, etc.

# IHSA State Series Hosting

Hosting Tournaments includes Manager Manuals, Participants, Financial Reports, etc.

## IHSA State Series Hosting

[IHSA State Series hosting](#) | [ScoreZone](#) | [Financial reports](#) | [Host availability survey](#) | [Facilities survey](#)

This page contains links necessary to run the IHSA State Series event your school is hosting. As tournament manager, you should visit this page often to make sure you have the information you need. After the event is complete, you must fill out the required forms promptly and submit them to the IHSA Office.

|  | Manuals<br>(PDF)  | Assigned<br>Officials | List of<br>Participants  | Results<br>Report                            | Financial<br>Report   |
|--|---|-----------------------|--|--|---|
| <b>Girls Tennis<br/>Class 1A Sectional</b>       | <a href="#">School &amp; Manager's Manual &amp; Forms</a> | --                    | <a href="#">list of head coaches<br/>(Excel)</a><br><a href="#">list of participants<br/>(RTF)</a>   | <a href="#">Winner Report</a>                | <a href="#">submit financial report</a>                             |
| <b>Boys Soccer<br/>Class 2A Regional</b>         | <a href="#">School &amp; Manager's Manual &amp; Forms</a> | not yet posted        | --   | <a href="#">ScoreZone</a>                    | financial report being updated<br>please check back at a later date |
| <b>Boys Cross Country<br/>Class 1A Regional</b>  | <a href="#">School &amp; Manager's Manual &amp; Forms</a> | not yet posted        | <a href="#">list of head coaches<br/>(Excel)</a><br><a href="#">list of participants<br/>(Hy-Tek, right-click and<br/>"save link as...")</a> | Use <a href="#">Athletic.net</a> for results | <a href="#">submit financial report</a>                             |
| <b>Girls Cross Country<br/>Class 1A Regional</b> | <a href="#">School &amp; Manager's Manual &amp; Forms</a> | not yet posted        | <a href="#">list of head coaches<br/>(Excel)</a><br><a href="#">list of participants<br/>(Hy-Tek, right-click and<br/>"save link as...")</a> | Use <a href="#">Athletic.net</a> for results | <a href="#">submit financial report</a>                             |
| <b>Girls Volleyball<br/>Class 2A Regional</b>    | <a href="#">School &amp; Manager's Manual &amp; Forms</a> | not yet posted        | --   | <a href="#">ScoreZone</a>                    | financial report being updated<br>please check back at a later date |


**Assigned Officials:** For sports with officials, a list will be provided to you in advance of the event.

**List of Participants:** For individual sports and some team sports, a file will be provided to you after the List of Participants deadline has passed.

**Winner Report:** Should be submitted immediately after the end of the tournament, meet, or contest. For a sport with a series of events, such as swimming or track, the report may be filled in and resubmitted after each event.

**Financial Report:** Should be submitted within 10 days of the event.

Help



Login

ScoreZone  
Help

Submit score

Never updated

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Linton (Linton-Stockton), IN

+

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0

+

+6

—

—

+6

←

12:00

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←

1st Q

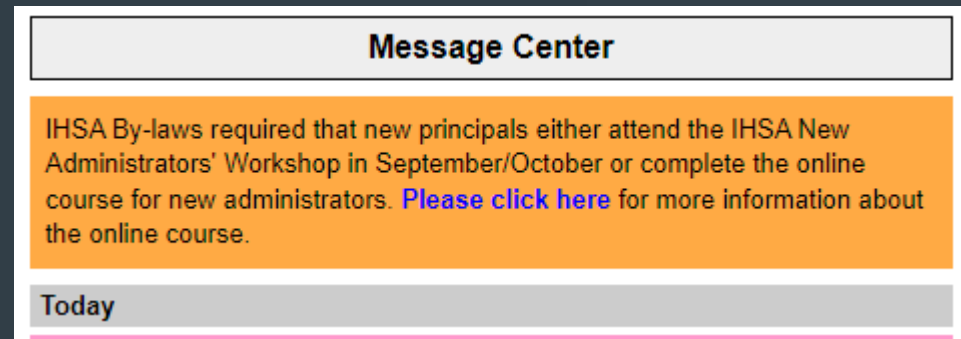
→

Submit FINAL score



# New Principal Rules Video

IHSA By-laws required new principals either attend the NAW or complete the online course.



\* Online course is available on the right side under Message Center. It will disappear once credit is issued, or course is taken.

# Other Key Areas

| Departments  |   |
|--|---|
| <b>T</b> Sport & Activity Tracker                      | <b>L</b> Staff Responsibilities & Logins                  |
| <b>I</b> School Information & Facility Maps            | <b>E</b> Eligibility Requests & Rulings                   |
| <b>V</b> Voting & Town Meetings                        | <b>R</b> Reports - Special/SAWA Concussion & Yellow Cards |
| <b>H</b> IHSA State Series Hosting & ScoreZone         |   |
| <b>O</b> Officials & Body Fat Testers                  | <b>D</b> Open Dates                                       |
| <b>PES</b> Performance-Enhancing Substance Program     | <b>CON</b> Concussion Risk Program                        |
| <b>HSB</b> Hate Speech & Harassment Policy Video       | <b>CPR</b> CPR / AED Program                              |
| <b>A</b> Accommodations for Students with Disabilities | <b>!</b> All-Time Records                                 |
| <b>S</b> Student Recognition                           | <b>W</b> Webinars   |
| <b>F</b> Forms & Other Resources                       |   |
| <b>P</b> Personal Information                          | <b>M</b> MaxPreps   |

Basic school information

Submit Eligibility / Transfer / Foreign Exchange Requests

Submit Special Reports, Concussion, Hate Speech

Post Season Hosting Area

Officials Directory

Need to find a game?

Compliance (You)

Forms, Directories, Insurance, Etc.

MaxPreps Information

Facility Updates  
Hosting

**Message Center**

If you're interested in hosting IHSA State Series events, now is a good time to revisit your [facilities](#) and [host availability](#) surveys.

No recent headlines.